



**CITY OF COVINGTON, KENTUCKY  
BOARD OF COMMISSIONERS  
Tuesday, September 15, 2015, 6:00 P.M.**

**CAUCUS MEETING AGENDA**

**CALL TO ORDER:** Mayor Sherry Carran

PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

**ITEMS FOR CONSIDERATION**

**NEW BUSINESS ORDER/RESOLUTIONS**

1. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION URGING GOVERNOR STEVE BESHEAR AND THE KENTUCKY TRANSPORTATION CABINET TO FACILITATE THE INSTALLATION OF APPROXIMATELY .41 MILES OF SIDEWALK ALONG DIXIE HIGHWAY IN COVINGTON, KENTUCKY, ALSO ABUTTING PROPERTY OWNED BY THE COMMONWEALTH OF KENTUCKY AND HOUSING THE GATEWAY COMMUNITY AND TECHNICAL SCHOOL.** *Through improvements made by the Commonwealth, there is now nearly a complete network of sidewalks on Dixie Highway in Kenton County from the Ohio River to the Boone County line. One of the very few remaining areas where this network of sidewalks is not connected is a length of approximately .41 miles from North Arlington Road in Park Hills to Grays Peak Drive in Covington, much of which is on property that is owned by the Commonwealth. The cities of Park Hills and Covington desire to eliminate this small gap in the sidewalk system along Dixie Highway.*

**Staff Reporting:** Larry Klein, City Manager

**Recommendation:** Approve Order/Resolution

2. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF AGUSTIN BEAR TO THE POSITION OF PART-TIME CODE ENFORCEMENT INSPECTOR IN THE COMMUNITY SERVICES DIVISION, EFFECTIVE SEPTEMBER 16, 2015.** *When Walt Mace and Tom McDaniel became Part-Time Fire/Rental Inspectors, the Division was left with two open Part-Time Code Inspector Positions. Forty-five applications were received and Mr. Bear is one of the two best candidates for this position.*

**Staff Reporting:** Mike Yeager, Community Services Manager/City Engineer

**Recommendation:** Approve Order/Resolution

3. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF STAN SCHMALE TO THE POSITION OF PART-TIME CODE ENFORCEMENT INSPECTOR IN THE COMMUNITY SERVICES DIVISION, EFFECTIVE SEPTEMBER 16, 2015.**

**Staff Reporting:** Mike Yeager, Community Services Manager/City Engineer

**Recommendation:** Approve Order/Resolution

4. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF STEPHEN SMITH TO THE POSITION OF PART-TIME FIRE/RENTAL INSPECTOR IN THE FIRE DEPARTMENT, EFFECTIVE SEPTEMBER 21, 2015.** *Mr. Smith was previously a claims litigation analyst with Great American Insurance and has worked at various legal firms.*

**Staff Reporting:** Dan Mathew, Fire Chief

**Recommendation:** Approve Order/Resolution

5. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE EMPLOYMENT OF MELINDA HERTHEL TO THE POSITION OF PART-TIME CLERK IN THE POLICE DEPARTMENT, EFFECTIVE SEPTEMBER 21, 2015.** *Ms. Herthel has passed all testing and screening and is well qualified for this part-time position.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

6. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE SUBMISSION OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR ROAD IMPROVEMENTS AT THE INTERSECTION OF PIKE STREET AND MAIN STREET.** *The project will improve the intersection and will include a parking lot, park and ride facility, and a location for bike racks, as well as provide room for landscaping at the islands and periphery of the lot to provide a gateway into downtown and MainStrasse Village. We have had success in the past in receiving TAP funds and these funds are necessary to fill the gap funding and move the project forward.*

**Staff Reporting:** Mike Yeager, Community Services Manager/City Engineer

**Recommendation:** Approve Order/Resolution

7. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE SUBMISSION OF A TRANSPORTATION ALTERNATIVES PROGRAM (TAP) APPLICATION TO THE KENTUCKY TRANSPORTATION CABINET FOR THE WATER BRIDGE LINKING THE LICKING RIVER GREENWAY TRAIL IN COVINGTON TO WILDER, KENTUCKY.** *The next phase of the Licking River Greenway is for links to our partner cities across the Licking River. In an effort to keep moving forward, the City is embarking on a joint effort with Wilder and the NKY Water District on the repurpose of the old Water Bridge located near Summit Avenue in Covington and just north of Frederick's Landing in Wilder.*

**Staff Reporting:** Natalie Gardner, Programs and Strategic Projects Manager

**Recommendation:** Approve Order/Resolution

8. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE BID OF OVERHEAD DOOR COMPANY OF GREATER CINCINNATI FOR GARAGE DOOR MAINTENANCE SERVICES, AND REJECTING ALL OTHER BIDS, AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE A CONTRACT WITH OVERHEAD DOOR COMPANY OF GREATER CINCINNATI IN AN ANNUAL AMOUNT OF \$5,475.00, PAYABLE FROM GENERAL FUND.** *Two requests for bids were published and Overhead Door was the only respondent. It is recommended that the City accept the bid from Overhead door to ensure proper annual inspections and maintenance services for the Fire, Police, and Public Improvements' facilities.*

**Staff Reporting:** Lisa Desmarais, City Operations Director/Interim Finance Director

**Recommendation:** Approve Order/Resolution

9. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR BIDS FOR SAFETY EQUIPMENT MAINTENANCE SERVICES FOR CITY FACILITIES.** *Annual inspections for all City owned and maintained facilities include fire extinguishers, fire alarm panels, sprinklers/standpipe systems, and alarm monitoring.*

**Staff Reporting:** Lisa Desmarais, City Operations Director/Interim Finance Director

**Recommendation:** Approve Order/Resolution

10. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION APPROVING THE PUBLICATION OF A REQUEST FOR BIDS FOR ELEVATOR MAINTENANCE SERVICES.** *At present, the City contracts with three different vendors to perform annual inspection at each of its three public parking garages. Staff would solicit bids for all three garages to be serviced by a single vendor.*

**Staff Reporting:** Lisa Desmarais, City Operations Director/Interim Finance Director

**Recommendation:** Approve Order/Resolution

11. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ACCEPTING THE DONATION OF OFFICE FURNITURE TO THE COVINGTON POLICE DEPARTMENT FROM THE FEDERAL BUREAU OF INVESTIGATION.** *The FBI recently moved their offices and contacted the Police Department to donate furniture that they will no longer be using.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

12. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION DECLARING CERTAIN CITY PROPERTY AS SURPLUS AND AUTHORIZING ITS SALE AND DISPOSITION PURSUANT TO KRS §§ 82.083 AND 45A.425.** *With the donation of furniture from the FBI, the department has some old furniture that will be surplussed.*

**Staff Reporting:** Bryan Carter, Police Chief

**Recommendation:** Approve Order/Resolution

13. Consider Order/Resolution No. O/R-xx-15 entitled: **AN ORDER/RESOLUTION ASSIGNING ASSISTANT CITY SOLICITOR DONALD L. WARNER, III ADDITIONAL JOB RESPONSIBILITIES AND ADJUSTING HIS SALARY EFFECTIVE SEPTEMBER 1, 2015.** *The Legal Department has recently experienced the departure of two attorneys, Bryce Rhoades and Christian Dennery. A new attorney, Mike Bartlett, will be coming on board September 21, 2015. The Legal Department has re-organized to accommodate the responsibilities and job tasks that must be addressed in providing representation for the Board of Commissioners, City management, the Board of Adjustment, Urban Design Review Board, the self-insured liability fund, Code Enforcement Board, real estate and development transactions, foreclosures, union negotiations, grievances, personnel issues, civil litigation, contracts and various other legal matters. Mr. Warner's job duties will increase to include several of the categories listed above, and Mr. Bartlett will be assuming primary responsibility for civil litigation and other duties. The hiring of another attorney is in the 2015-2016 budget, but that position has not been filled.*

**Staff Reporting:** Frank Warnock, Assistant City Manager/City Solicitor

**Recommendation:** Approve Order/Resolution

#### **CAUCUS DISCUSSION PRESENTATION ITEMS**

- CURB'D Project proposal from Peoples Liberty
- Tax Increment Financing District Funding

**The Legislative Commission Meeting scheduled for Tuesday, September 22, 2015, has been cancelled.**

**The next regular Commission Meeting is scheduled for Tuesday, October 6, 2015 at 6:00 P.M.**

**The next regular Commission Caucus Meeting is scheduled for Tuesday, October 13, 2015 at 6:00 P.M.**

**ADJOURN**